



MEMORANDUM

City of Watertown Planning Office

245 Washington Street, Room 304

Watertown, New York 13601

315-785-7730

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TO: Norman J. Wayte II, Chairman, Planning Board

FROM: Kenneth A. Mix, Planning and Community Development Coordinator

SUBJECT: Request for Subdivision Approval – 853 Water Street

DATE: July 27, 2010

Request: For Subdivision Approval of Parcel Number 4-26-332, located at 853 Water Street.

Applicant: Robert Sweeting.

Proposed Use: Residential Yard.

Property Owner: Robert Sweeting.

Comments: This proposal is being submitted for Planning Board review under Chapter A322 (Subdivision Regulations) of the City Code. The Planning Board has the option of not requiring a preliminary plat submission. Since this is a minor subdivision, Staff is processing this application as a final plat. A public hearing is required and notice has been published for it to be held at 1:35 p.m. during the Planning Board meeting. After the public hearing and completion of Part II of the Environmental Assessment Form, the Planning Board will be free to make a decision on the proposal.

The applicant is proposing to subdivide Parcel Number 4-26-332 located at 853 Water Street into two lots. The first lot, containing .911 acres will be retained by Mr. Sweeting. The second lot, containing .253 acres will be sold to the owners of 843 Water Street, (Parcel Number 4-26-305) Ronald and Jo Ann John. The subdivided parcel is large enough to be a stand alone parcel and therefore does not need to be combined with the lot of the purchaser (as is typically required by the Planning Board).

Prior to the applicant submitting the final subdivision plat to the City for signature, there are two items that need to be modified. First, the entire parcel to be subdivided (4-26-332) must be shown on the plat. Currently, the eastern half of the parcel is not shown. Second, the date in the City Planning Board certification language must be corrected to reflect the date that the subdivision was approved.

After approval, the applicant must submit two (2) reproducible mylars of the plat for signature of the clerk of the Planning Board. One of the mylar copies is to be filed in the County Clerk's Office within 62 days of signing. Also, the words "**Subdivision Final Plat**" should be added as the title of the drawing.

Summary: The following should be included as contingencies with the motion for approval:

1. The subdivision plat must be modified to show the entire parcel to be subdivided.
2. The date in the City Planning Board certification language must be corrected to reflect the date that the subdivision was approved.

cc: Planning Board Members
Robert J. Slye, City Attorney
Justin Wood, Civil Engineer II
Robert Sweeting



**PUBLIC HEARING
CITY OF WATERTOWN PLANNING BOARD
WATERTOWN, NEW YORK
Tuesday, August 3, 2010**

Notice is hereby given that under the provisions of Section 32 of the General City Law, a public hearing will be held by the Planning Board of the City of Watertown, New York on the Final Plat for a two-lot subdivision of Parcel Number 4-26-332 located at 853 Water Street in the City of Watertown.

The Planning Board will convene the Public Hearing at 1:35 p.m. on Tuesday, August 3, 2010 in the City Council Chamber, Room 303, Watertown City Hall, 245 Washington Street, Watertown, New York. All those interested may appear and be heard on this subject.

Copies of the proposal are available for public inspection and copying at the Office of the City Engineer, Room 305, Watertown City Hall, during regular business hours.

Date: July 29, 2010

Kenneth A. Mix
Planning & Community
Development Coordinator